

RECOMMENDATION NO. 16

Perform a study of the workload demands upon the Central Processing Branch subsequent to overseas personnel reduction programs such as BALPA and OPRED, to determine manpower needs of the Branch.

1. The BALPA and OPRED reduction programs covered the period December 1967 - June 1970. To get a true picture of the workload changes we are using FY 1967 as the base year for comparison with FY 1968, 1969, 1970 and 1971.

2. We agree that there has been a reduction in PCS personnel processed through CPB as a result of the BALPA and OPRED overseas reduction program. This reduction has been offset somewhat by a rather sizeable increase in TDY travelers, but of considerably more importance are the additional responsibilities added to CPB in the Finance Section as well as the general growth of CPB responsibility in the transportation field. This has resulted in an actual workload increase and is reflected as follows:

a. Transportation [redacted]

(1) In May 1966 [redacted]

[redacted] the Office of Logistics to Central Processing Branch followed by the Transportation Division, Office of Logistics being abolished. Since that time there has been a steady increase in responsibilities for information, advice and interpretation of regulations regarding transportation. CPB is looked upon as the "expert" for transportation procedural and policy problems. This expanded counseling service has required an increase in cleared government and industry contacts for up-to-date and available information.

(2) Transportation counseling and processing services started for CIARDS retirees in 1968. This was greatly expanded when the same benefits were extended to CSRS retirees in April 1971.

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(2) Reimbursement for travel expenses for clerical EOD's. This procedure also requires furnishing the Office of Finance a voucher reflecting these expenditures for tax purposes.

(3) Transfer of Accountability for non-concurrent dependent travel to the field stations. This was formerly done by the area divisions.

(4) Preparation of advances for retirees who are driving via POV to point of retirement.

(5) Certification of advances for operational expenses while in a travel status. Prior to this time, authority was limited to per diem and miscellaneous travel expenses.

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(7) Certification of the Imprest Fund accounting voucher for [redacted] CPB. This had been audited and certified in the Office of Finance.

(9) The committed rate procedure was expanded to include PB, NE, and WH areas. While the overall advantages of the committed rate procedure are many, the additional technical procedure for its implementation has increased the workload in [redacted]

c. Documentation [redacted] Although the total reduction in documentations since 1967 has been light, a careful review was made [redacted] and it was recommended that one Personnel Processing Assistant, GS-09, retiree, not be replaced. This represented a 20 percent reduction in the professional personnel [redacted] in the spring of 1971.

3. We have concluded that with the reduction of one GS-09 position, and added responsibilities that require more concentrated effort, more effective use of time and greater knowledge in the transportation field, Central Processing Branch needs the present personnel complement to properly accomplish its mission.

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